



Valentines High School



Professional Development Programme

Spring Term

2012





Valentines High School

Toolkit: New Staff Induction

Led By:
SWH
NOS
SWI

As part of the Induction Programme for new staff, these sessions are aimed at increasing the skills and knowledge of the new staff.

Date(s):
See
Text

The focus is on ensuring staff understand the way in which things are approached at VHS and to ensure consistency is in place across the school

Time:
3.40

Content:

- 04/01 Health & Safety
- 05/01 TALMOS 1
- 10/01 TALMOS 2
- 16/01 Teaching EAL Students

Venue:
Various

Recommended for: All new staff (teaching staff and LSAs) must attend these, they are also suitable for any staff members who would like a refresher in any of these areas



Valentines High School

Toolkit: Departmental Showcases

Led By:
Various
Depts.

Date(s):
See
Text

Time:
3.40

Venue:
Dept.
areas

These sessions are hosted by a department. Each session will allow them to share with you some of the exciting, innovative and highly effective practice that goes on in that area.

Further details of the content and rooming of each session will be provided in advance by the department.

Dates

23 rd January	Music
20 th February	Science
27 th February	ICT
12 th March	Technology
19 th March	MFL

Recommended for: All staff interested in gaining new ideas from other staff members



Valentines High School

Toolkit: Leadership Sessions

Led By:
LG

Date(s):
23rd Jan
5th Mar
19th Mar

Time:
3.40

Venue:
Training
Room

These sessions are aimed at stimulating discussion and self reflection among current and aspiring school leaders on key educational priorities. They will focus on approaches to leadership that contribute to school improvement in a new educational climate.

Content:

23rd Jan: The New Educational Landscape (SJO)

Recommended for: Anyone interested in recent and proposed changes in educational policy and their effects on schools and staff.

5th Mar: “Improving Learning and Teaching in Your Department” (RLA)

Recommended for: Middle Leaders and department post holders who wish to improve their leadership of these aspects in line with the revised Ofsted emphasis.

19th Mar: “Meeting the New Ofsted Criteria” JSI

Recommended for: Middle Leaders and department post holders who wish to look in depth at the new Ofsted criteria for “outstanding” and develop their practice accordingly.



Valentines High School

Toolkit: Making Data Meaningful

Led By:
ABA

Date(s):
9th Jan

Time:
3.40

Venue:
S12

This session is aimed at developing skills and knowledge in the areas of assessment, recording and reporting.

Content:

- The role of assessment and monitoring.
- Sources of data
- Setting realistic and useful targets for students.
- Using data to improve your teaching and student achievement.

Recommended for: First Year Teachers, New Staff at Valentines, Staff wanting a refresher in the area of assessment.



Valentines High School

Toolkit: Engaging and Challenging Gifted & Talented Students

Led By:
RST

Date(s):
9th Jan

Time:
3.40

Venue:
Rm 64

This session is aimed at helping teachers to differentiate, stretch and provide for those identified as gifted and talented learners. The focus will be on how to enhance our daily teaching and also how to provide for students outside of lessons.

Content:

- Whole school policies and identification
- Differentiating for and stretching Gifted and Talented students
- Practical classroom techniques
- Extra-curricular provision

Recommended for: Any staff wishing to develop expertise in this area.



Valentines High School

Toolkit: The Power of Effective Coaching I & II

Led By:
EAL

These two sessions are aimed at members of staff (not just teachers!) who wish to join the Coaching team here at Valentines.

Date(s):
9th Jan
16th Jan

It will include a mixture of theory and practice in key areas such as:

- What is coaching?
- Approaches to coaching and mentoring
- Building relationships for coaching
- Questioning skills

Time:
3.40

The process of coaching and STRIDE forms.

Venue:
Training
Room

To become a coach, you will need to attend both sessions.

Recommended for: Staff who wish to develop their expertise in this area.



Valentines High School

Toolkit: Strategies for EAL (OCN Accredited)

Led By:
KBO
LDS

Date(s):
16th Jan
30th Jan
20th Feb
5th Mar
12th Mar

Time:
3.40

Venue:
S12

These sessions are aimed at helping staff to develop their understanding of the needs of EAL learners, and a range of practical strategies to meet those needs. The sessions form a course culminating in a presentation and participants will be able to gain TEM Certification by the OCN.

Content:

- Working with Refugees
- Working in the classroom with EAL
- Identifying EAL students
- Partnership teaching
- Different community needs
- Family learning
- Community Mentoring

Recommended for: All first year teachers and any staff interested in broadening their knowledge and skills in the area of EAL



Valentines High School

Toolkit: From Good to Outstanding 1 & 2

Led By:
SWO

Date(s):
16th Jan
20th Feb

Time:
3.40

Venue:
16th Jan
S6

20th Feb
Training
Room

This session is aimed at sharing excellent practice from lessons that meet the criteria for an outstanding grade from OFSTED

Content:

- OFSTED criteria: what do they mean in reality?
- Sharing activities that enable students to make 'Outstanding' progress in their learning
- Opportunities to develop and practice 'Outstanding' activities in lessons

Recommended for: Second year Teachers and other interested staff



Valentines High School

Toolkit: Interactive Whiteboard Skills

Led By:
RGR

This session aims to equip staff with the skills to effectively use the interactive whiteboard in lessons.

Date(s):
30th Jan

Content:

It will include basic skills of how to write on the board, but will focus on how the IWB can be used to support learning in an interactive way by annotating diagrams, completing worksheets and the use of simulation software.

Time:
3.40

Recommended for: All staff but especially those who want to develop their skills in using the interactive whiteboard to enhance their lessons.

Venue:
Rm 30



Valentines High School

Toolkit: Outstanding Plenaries

Led By:
JLE
PAU
ETA

Date(s):
23rd Jan

Time:
3.40

Venue:
S12

This session is aimed at developing the use of engaging and useful plenaries in lessons as a feature of outstanding teaching.

Content:

- What makes an outstanding plenary?
- Ideas for interactive, engaging plenaries that help assess learning and move it forward
- Opportunities to develop plenary tasks for use in lessons

Recommended for: Any staff interested in improving their use of plenaries.



Valentines High School

Toolkit: Using Outlook

Led By:
SCA

Date(s):
23rd Jan

Time:
3.40

Venue:
Rm 69

This session is aimed at developing the use of Microsoft Outlook by staff in ways that enhance their organisation and reduce their workload.

Content:

- How to organise their Outlook using the different tools and facilities within the application program.
- How to personalise their own on-line calendar, use the follow-up icon and add reminders as a tool to assist with meeting deadlines.

Recommended for: Any staff interested in improving their use of Microsoft Outlook.



Valentines High School

Toolkit: Numeracy

Led By:
SSU

Date(s):
30th Jan

Time:
3.40

Venue:
Training
Room

This session is based on the work done by the VHS Numeracy Learning Group. It aims to help staff develop numeracy across the curriculum in their subject area through enjoyable and practical activities.

Content:

- Numeracy ideas for all subjects
- Activities for use in lessons
- Top tips on best practice in numeracy

Recommended for: All staff who wish to develop numeracy across the curriculum.



Valentines High School

Toolkit: Planning AV Text

Led By:
SDU

Date(s):
27th Feb

Time:
3.40

Venue:
Rm 56

This session aims to equip staff with the skills to plan an audio-visual text that they want to have filmed or edited. It can be a lesson filmed in classrooms or outside.

Content:

- Scheduling - arranging locations and students to be filmed
- Story/board/Script planning
- Sound - Music and voice-over
- Graphics - titling, names of students and teachers
- VHS/Department branding
- Copyright rules

Recommended for: All staff but especially those who want promotional material made by AMC



Valentines High School

Toolkit: Advanced AFL

Led By:
NWH

Date(s):
5th Mar

Time:
3.40

Venue:
S6

This session is aimed at helping Second Year Teachers and others to deepen their understanding of Assessment for Learning and develop advanced teaching and learning strategies.

Content:

- Creativity
- Innovation
- Deep Learning: AFL/L2L/Student Voice

Recommended for: All Second Year Teachers and Staff interested in developing exciting and productive approaches to teaching and learning.



Valentines High School

Toolkit: Internet & Podcasts

Led By:
MDE

Date(s):
5th Mar

Time:
3.40

Venue:
Rm 69

The Internet and Podcast toolkit aims to equip staff with the knowledge and ideas needed to:

Use audacity to create effective podcasts for learners (revision notes, step by step guides/ tutorials)

Turn these files into MP3s which can then be uploaded onto the schools portal

Help learners to create their own Audacity sound files (MP3s) to create revision notes or to provide evidence for coursework

Content:

- Recording voice and saving files as MP3s
- Making these available on the portal
- Editing recordings by moving, cutting, pasting etc.
- Adding effects and music to enhance recordings

Recommended for: All staff who wish to use ICT creatively with students



Valentines High School

Toolkit: Advanced EAL Strategies

Led By:
LDS

Date(s):
12th Mar

Time:
3.40

Venue:
Training
Room

This session is aimed at developing a range of practical strategies and to explore the theory behind EAL teaching and learning. The session will also show the link between effective use of strategies for EAL and high attainment at Valentines

Content:

- To understand how to raise the achievement of advanced EAL learners
- To answer often asked questions eg. What is the difference between SEN and EAL?
- To cascade good EAL practice both in VHS and with our partnership schools.

Recommended for: Second Year Teachers and any staff who have already done the TEM course and those who are keen to develop their skills and strategies with EAL students



Valentines High School

Toolkit: Interventions

Led By:
CCA
PRU

Date(s):
19th Mar

Time:
3.40

Venue:
S12

This session is about the support programme and interventions that work within Valentines

Content:

- The role of the LSA
- How to work with LSAs
- KS3 Intervention Strategy
- Primary Transition

Recommended for: All First Year Teachers and Staff new to the school.



Valentines High School

Toolkit: Two down, One to go!

Led By:
SWO

Date(s):
26th Mar

Time:
3.40

Venue:
S12

This session is designed to enable First Year Teachers to review their second term, the targets they set and their standards folder. Target setting for the final term will also take place.

Content:

- Career Entry & Development Profiles Revisited
- Term 3 Targets
- Identifying future needs.

Recommended for: First Year Teachers



Valentines High School

Toolkit: Essay Writing Skills

Led By:
MLA

Date(s):
26th Mar

Time:
3.40

Venue:
Training
Room

Do your A-Level students have problems with organising their essays at whole-text paragraph level? In this toolkit we will work on diagnosing problems of cohesion in essays and will suggest ways of

Content:

- Improving the overall structure of a text
- Improving the overall structure of a paragraph
- Developing meaning across a text: thematic progression

Recommended for: All staff who are helping sixth form students with their essay writing skills



Valentines High School

Toolkit: Forums & Blogs

Led By:
DSM
MDE

Date(s):
26th Mar

Time:
3.40

Venue:
Rm 69

This toolkit is aimed at equipping staff with the skills and stimulating ideas on using portals and blogging on the Learning Gateway with students.

It will cover: What can we use them for and how are they used?

These two useful tools that can be used to facilitate learning and assessment both inside and outside of lessons. They are a good way to engage higher order thinking, to promote discussions between students or even to post basic information about lessons or pre-lesson reading material.

The Toolkit will show you a few ideas of how this facility on the learning gateway has been used and how you could implement it into your own teaching.

Recommended for: All staff interested in using these approaches to develop student learning.



Valentines High School

Notes: